

**EFFECTIVE**

October 1, 2008.

**SUBJECTS**

1. FAP policy changes.
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  - Dependent care expenses.
  - Homeless persons.
2. Time-limited activities.
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  - Vocational educational training.
  - Countable hours report.
3. Holidays and excused absences.
4. Noncompliance penalties.
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5. Multiple noncompliances.
6. First noncompliance without loss of benefits.
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  - Excuse offer declined.
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7. Failure to meet employment requirements: FAP.
8. Minor parents.
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- Family Self Sufficiency Plan
- 14. New/revised forms.
  - New form.
  - Revised forms.
  - Assistance application.
- 15. Employment codes.
- 16. CDC updates.
- 17. Cash policy changes.
- 18. MA updates.
- 19. Policy email addresses changed.
- 20. Interim bulletin information added to policy.

## **1) FAP POLICY CHANGES**

### **Annual Cost of Living Increases**

#### **RFT 250, 255, 260; BEM 213**

The annual cost-of-living update for food assistance program (FAP) heat and utility standards, income limits and benefit issuances runs after the close of business on September 30, 2008. Report XF-009 will not be issued to local offices since no cases closed due to the update.

Categorically eligible one and two member households are eligible to receive a minimum benefit amount of \$14.

LOA2 is updated to support the cost-of-living changes. Use the old standard amounts for any budgets completed and entered on CIMS prior to the update.

*Reason:* Annual federal cost-of-living changes.

### **Dependent Care Expenses**

#### **BEM 554, RFT 255**

The dependent care expense caps of \$175 and \$200 are removed. The unreimbursed amount of dependent care expenses the client is responsible to pay must be verified at application, reported change and redetermination.

The dependent care deduction table is removed from RFT 255.

***Application of Policy***

Apply the new policy the next time the case is handled or the next redetermination, whichever occurs first.

*Reason:* New 2008 Farm bill requirements.

*Old Policy:* Dependent care expenses were only verified if questionable. The expenses were capped at \$175 and \$200 based on age.

**Homeless Persons****FAP****BEM 220**

A client living in a homeless shelter, home of another person or place not ordinarily used as a dwelling is considered homeless only for the first 90 days.

*Reason:* Federal Regulation clarification.

**2) TIME-LIMITED  
ACTIVITIES****BEM 230A, FIP/RAP Cash**

Effective September 28, 2008 time limits apply to clients assigned to Job Search/Job Readiness (JS/JR) and Vocational Educational Training (Voc Ed).

**Job Search/  
Job Readiness**

Clients assigned to the JS/JR activity by either the Michigan Works Agency (MWA) or Department of Human Services (DHS) the week-end of September 27, 2008 will have the activity internally ended on the FSSP and a new begin date assigned to begin September 28, 2008 with an open end date. Each client will have the opportunity to begin their new preceding 12-month period. This 12 month period is attached to each client and the counter begins when an hour of activity is entered for a client during a week. See example below for an explanation of the preceding 12-month period.

A week is defined by federal law as Sunday through Saturday.

Time limits for JS/JR are now calculated based on hours using the following formula: Weekly required hours for the individual X 12 Weeks.

**Example:** Clients' required hours - 20 X 12 weeks or 240 hours in a 12 month period beginning September 28, 2008.

The second limit on JS/JR is four consecutive weeks. The four consecutive week limit must have a week break (Sunday through Saturday), as defined by federal law, before the hours will count toward work participation. The family self-sufficiency plan (FSSP) will automatically store JS/JR hours of participation under Other Work Activity when:

- JS/JR is a continuous assignment. Every fifth week will be stored under Other and the week will not count and the hours reported in the fifth week will not reduce the client's total hours. See example below.
- JS/JR is assigned beyond the limits indicated in the formula above. The FSSP will treat the expired hours the same as the fifth week.

**Example:** Client has a 30 hour requirement and is assigned to JS/JR. The JS/JR limit for this client is 360 hours. Client is assigned to JS/JR for 30 hours each week for six consecutive weeks and completes the assignment each week and actual hours are entered on the FSSP. The 360 hour limit is now reduced to 210 hours (360-180+30). Weeks one through four are countable for the 30 hours each week; week five is not countable and the FSSP will automatically store this week under the Other Work activity and not reduce the 30 hours of participation for that week; week six is countable and reduces the total allowable hours. This client cannot get the 150 hours added back to their JS/JR limit until the report month drops off 12 months in the future.

The FSSP will calculate countable hours. A new QG report will be available in November that will officially report work participation based on these limits. The other QG reports that are available will be for ongoing monitoring of actual hours entered on the FSSP. The new QG report will be the official countable hours point-in-time report that will be used for measuring work participation rates. Department of Human Services (DHS) and the Michigan Works Agencies (MWAs) will use the same report produced on the same date.

**Vocational  
Educational  
Training**

This activity continues to have a lifetime limit of 12 months. The limit for Voc Ed began January 1, 1997. Clients who participated any day in a given month since the limit began will have a count of one month applied on the FSSP. Participation in this activity exceeding the 12 month limitation is not counted in the rate of participation.

**Note:** It is very important that staff use caution when entering any actual hours that have time limits. If the client does not have the potential to meet federal participation requirements; don't enter the hours and subtract from the limits. Enter hours that do not count under the Other work activity on the FSSP.

**Example:** Client has weekly required hours equal to 20 and is deferred and participating in a job readiness activity 4 hours each week. The family independence specialist (FIS) is monitoring the activity using the DHS-630, Activity Report. This client would not meet minimum federal participation and should be assigned to other work activities on the FSSP. Do not use excused absences for this client as noted below. Hours entered under JS/JR would count toward the hourly and weekly limits as described above.

**Countable Hours  
Report**

A new weekly countable hours report is available in November on the FSSP for monitoring purposes.

**3) HOLIDAYS AND  
EXCUSED  
ABSENCES****BEM 230A**

Holiday hours and excused absence hours may be applied for non-work activities only. The FSSP will not allow entry of these hours for paid work activities. Clients in paid work receive holiday and excused hours from their employer. See BEM 230A for a complete list of allowable holidays and rules that apply to both. The note and example above apply for limits associated with these absences.

#### 4) NONCOMPLIANCE PENALTIES

##### BEM 233A, FIP

###### Applicants

Deny FIP for a Work eligible individuals (WEI) or non-WEI whose application is pending when a FAST is not completed within 30 days. Clients may reapply at any time

###### Recipients

WEIs and non-WEIs, *except ineligible caretakers, clients deferred for lack of child care and disqualified aliens*, who fail, without good cause, to participate in employment or self-sufficiency-related activities, must serve a penalty.

**Exception:** Ineligible caretakers, clients deferred for lack of child care and disqualified aliens must complete a family automated screening tool (FAST) and FSSP, but do not serve the three or 12 month penalty. Failure to complete the FAST or FSSP results in closure due to failure to provide requested verification.

All other recipients who do not complete a FAST or FSSP without good cause will serve the three or 12 month penalty.

A good cause determination is not required for applicants who are noncompliant prior to FIP case opening.

#### 5) MULTIPLE NONCOMPLIANCES

When a FIP client is noncompliant with more than one activity, such as child support, the employment-related penalty takes priority. Follow the procedures outlined in this item.

#### 6) FIRST NONCOMPLIANCE WITHOUT LOSS OF BENEFITS

##### BEM 233A

The following are procedural changes that apply to the first noncompliance without loss of benefits.

**Excuse Offer  
Accepted**

If the client **accepts** the offer to comply and agrees with the department's decision of noncompliance without good cause, use check box 1 on the updated DHS-754, First Noncompliance Letter. The client and FIS sign acknowledging their agreement and understanding of the activity to be completed and the date the activity must be completed.

**Excuse Offer  
Declined**

If the client does **not agree** with the department's decision of non-compliance without good cause, complete check box 2 on the DHS-754 that advises the client not to sign the form. Assist the client with their hearing request and advise them that if they lose the hearing, they have the right to agree to the activities outlined on the DHS-754 and avoid the financial penalty at that time.

**Hearing Decision  
Upholds DHS**

Send a new DHS-2444 with an appointment date and time. The client must attend the triage and comply with assigned activities within the negative action period.

*Reason:* A client who disagrees with the triage group or FIS' decision of noncompliance or good cause and requests a hearing, should have the opportunity to exercise their first noncompliance without loss of benefits when the department is upheld at a hearing. The penalty count is applied.

**7) FAILURE TO  
MEET EMPLOYMENT  
REQUIREMENTS:  
FAP****BEM 233B, FAP**

Policy is clarified and includes more detail related to FAP employment penalties. The DHS-2444, Notice of Failure to Comply with Work or Self-Sufficiency Activity, is updated to include each program and penalty counter that applies separately for FIP/RAP and FAP. The DHS-2444 is expanded to include notification of noncompliance for FAP only clients. Manually issue a DHS-2444 in Bridges to inform the client of the need to determine good cause.

The client can opt for an in-person meeting or phone contact to explain their reasons for not complying with FAP program requirements. An in-person meeting is not required when a FAP client is noncompliant with FAP work rules unless they request one.

**Note:** When a FAP client is not active for a related cash program, do not input sanction information in Bridges on the sanction detail screen until you have determined good cause.

## **8) MINOR PARENTS**

### **BEM 201, All Programs**

A referral to children's protective services (CPS) is required when a minor parent became pregnant when she was under the age of 12. FIS must refer minor parents who became pregnant between the ages of 12 and 16, to local law enforcement. See the DHS-1266, Law Enforcement Complaint. Local offices should establish a referral process through your local law enforcement agency.

## **9) DIRECT SUPPORT SERVICES (DSS)**

### **BEM 232, FIP, CDC, MA, FAP Family, FRC**

#### **Medical Exams, Immunizations and Tests**

General medical expense is added to approved employment-related verification for clients claiming incapacity or those that have a barrier to employment that follows policy outlined in the item. Certain restrictions apply to authorization of these types of services.

**Note:** All medical-related authorizations outlined in made using the FEMR transaction outlined in BEM 232 do not reduce the DSS allocation balances.

#### **Transportation Costs**

Private vehicle mileage is increased to 40 cents per mile.

**Family Resource  
Center (FRC)  
Payments**

Policy is updated to explain when it is appropriate to charge an expenditure using FRC coding and when to charge the expenditure using DSS coding.

*Reminder:* Individuals receiving FRC (DSS) payments must meet all eligibility factors outlined in BEM 232. Do not issue bulk purchase items or any other covered service to students and/or parents that do not qualify. Individuals receiving any service or item must

- FIP, CDC, MA or FAP is active and the group meets the definition of a family.
- FIP, CDC, MA or FAP is pending and the group meets the definition of a family and a DHS-3043, Federal Temporary Assistance for Needy Families (TANF) Eligibility Determination is completed and the client is TANF eligible.

You must track issuance of all bulk purchase items and connect the service/item to an individual using a sign out sheet that contains all of the following:

- Client name.
- Child's name.
- Case number or client ID.
- Service/item received.

A WORD document or other local office procedure may be used.

**10) EDUCATION  
PLAN/CDC  
APPROVAL FOR  
NON-CASH  
RECIPIENTS****BEM 230B, FAP**

Specialists are authorized to approve education plans for clients requesting child care under the Child Development and Care (CDC) program for the purpose of attendance at a self-initiated education or training program.

**11) NEW PAYMENT  
STANDARD****RFT 210, 225**

Effective October 1, 2008, the payment standard for FIP, RAP, and SDA is increased. The new rates are available in:

- RFT 210, FIP Monthly Assistance Payment Standard.
- RFT 225, SDA Monthly Assistance Payment Standards Table.

*Reason:* Clarification of actions for the update.

**Automatic Update**

An automatic update of the FIP, RAP, and SDA payment standard and grant amount will occur after close of business on September 30, 2008.

For cases updated centrally, Bridges will:

- Adjust the payment standard and recompute the grant amount.
- Update the FAP benefit amount when FAP is active under the same case number as the cash case, and the FAP case does not contain more than one cash assistance group.

**Bridges Budgets**

Bridges is updated to compute grant amounts based on the new payment standard. Bridges generated notices are modified to provide correct benefit information. Over/underissuance software has been modified to determine correct benefit levels for over/underissuance determinations.

Budgets not completed on Bridges prior to September 30, 2008 must be recomputed on October 1, 2008 on/after by October 31, 2008 to obtain a correct benefit calculation.

**Cases Needing  
Manual Updates****All Programs**

If the FIP, RAP, SDA or FAP case is in benefit mismatch, VCL, or the case is in change action, finish the action then run EDBC. Local offices will be provided a Bridges report listing cases not updated centrally which need manual changes.

Staff must review the FAP budget to ensure budgeting the correct FIP, RAP, or SDA amount.

## **EFIP Cases**

### **EFIP**

EFIP cases must be reviewed manually. Use the last budgeted amount to recalculate eligibility based on the updated payment standards.

## **12) SDA OUTPATIENT SUBSTANCE ABUSE CLARIFICATION**

### **BEM 261, SDA**

If a client states they have a plan and a scheduled date to continue outpatient substance abuse treatment, they would be eligible for the 30 days post treatment.

## **13) MISCELLANEOUS CLARIFICATIONS**

### **BEM 229, FIP/RAP Cash; BEM 230B, FAP; BEM 232, FIP, CDC, MA, FAP Family & FAP Non-Family; BEM 245, FIP**

Policy is updated to include clarifications made since the Jobs, Education and Training Program (JET) was implemented. This includes clarifications addressed in the policy mailboxes, emails, trainings and other communications.

## **Criminal Justice Disqualifications - Fugitive Felons**

### **BEM 203; FIP, SDA, FAP**

Disqualify a client if they admit they are a fugitive felon.

*Reason:* Clarification.

**Court Ward****BEM 210; FIP**

A court ward is under the care and supervision of the court. Even if a court ward meets temporary absence conditions to be considered living in the home of a parent, the child is NOT considered to be living in the parent's home.

**Legal  
Relationships**

For FIP group composition purposes, only legal relationships are considered. The most common question requiring clarification is that a father cannot be in the FIP program or eligible group until paternity has been established.

**Minor Parent**

When a minor parent lives with a qualifying FIP caretaker other than a parent or stepparent, who chooses to be in the FIP program/eligible group, the minor parent is the FIP caretaker's dependent child. If the minor parent's caretaker does not choose to be in the FIP group, or is ineligible for FIP, the minor parent may apply and be treated as an adult.

**Format and Style**

Format and style changed to meet new style guide. Some language changed to help with transitioning to Bridges.

**Independent Living  
Stipend**

A recipient of an Independent Living Stipend is excluded from the FIP program and eligible groups. The income, assets and needs of this individual are not considered in determining eligibility for FIP, however, their relationship to other FIP program group members is considered.

**Example:** Linda, a former foster child, lives independently, receives an Independent Living Stipend, and has a baby daughter in the home. There is no allowance for the child in the Independent Living Stipend. Even though she cannot receive FIP for herself, she can receive ineligible grantee FIP for the child because she is the dependent child's caretaker.

*Reason:* To increase support for the former foster child raising her own child.

### **Absent for 30 Days or More**

A penalty for a FIP caretaker who fails to report a child's absence is now applied when the caretaker fails to report a child's absence within five days of the date they become aware that the child will be absent for 30 days or more.

*Reason:* Single TANF audit finding.

### **Ineligible Grantee Reasons**

#### **BEM 515, FIP**

A recipient of Independent Living Stipend is added to the list of ineligible grantee reasons.

### **Paid Child Support Deduction**

#### **BEM 518**

Language regarding what is needed to allow paid child support as a deduction from countable income is changed to mirror FAP policy.

*Reason:* Program policy consistency.

Format and style changes due to new style guide.

### **Student Earnings**

#### **FIP, SDA, CDC, FAP**

#### **BEM 500**

Earnings of students under age 18 who are attending classes to obtain a GED are excluded if they are living with someone who provides care or supervision.

*Reason:* Clarification.

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**Prevention****FIP****BEM 300, 301, 302**

Prevention terminology was updated.

*Reason:* To correspond with current Child Protective Service terminology.

**Family Self-  
Sufficiency Plan****PEM 228**

Noncompliance Maintenance option from the FSSP Main Menu is added to policy. Exhibit I is added to list all employment codes and their role in the participation of the federally required employment-related activities.

*Reason:* Local office clarification.

**14) NEW/REVISED  
FORMS****New Form****Revised Forms**

- DHS-1266, Law Enforcement Complaint (not yet created).
- DHS-54A, Medical Needs.
- DHS-71, Good Cause Determination.
- DHS-754, First Noncompliance Letter.
- DHS-4749, Education Plan Approval.

**Assistance  
Application****RFF 1171**

RFF 1171 is updated with the current version of the DHS-1171, Assistance Application. **Manual items that apply to each section are identified in the form instructions.** Local offices must only distribute the new applications after 7/31/2008; however, if a client submits an earlier version of the application it may be used to determine eligibility.

**15) EMPLOYMENT  
CODES****SIC E, (Employment Codes) FIP/RAP/FAP**

Employment participation and deferral codes are updated for clarification and inclusion of JET related terminology and to include new Bridges codes in the event they appear on local office reports. New Bridges codes are identified by using the “\*” in front of the description. in SIC. These codes will be moved to a new location/manual at a later date.

**16) CDC UPDATES****Date of Application****BAM 110**

For CDC, the date of application does not change when the application is transferred to another local office.

*Reason:* CDC inadvertently left out of this section.

**Where to Apply/  
Process  
Applications****BAM 110**

CDC must always be registered as an application and not a request.

*Reason:* Policy was incorrect.

**Benefit  
Suspension****BAM 220**

Currently the process called CDC Auto-Terminations will close CDC cases that have remained opened for ten consecutive pay periods without an authorization. Effective with the July run, the CDC Auto-Terminations process began closing cases after four consecutive pay periods without an authorization.

*Reason:* Program integrity.

**Death Notification****BAM 220**

SRM 172, Child/Ward Death Alert Procedures and Timeframes has been updated.

*Reason:* Policy clarification.

**Central Registry  
Expungement****BEM 704**

The date a provider becomes eligible for enrollment after a central registry expungement is the day after the date on the DHS-1200, Child Abuse/Neglect Action notice. Local offices must fax the required documentation (BEM 704) to the Reconciliation and Recoupment Section (RRS) to remove the banner. RRS will enroll the provider with the correct date. Local offices must not change the begin date.

*Reason:* Clarification

**Criminal History  
Clearances**

Effective August 14, 2008 (CIMS Message 08-21), the Federal Inmate Locator background clearance became an additional required clearance for day care aides, relative care providers and adults living in the relative care provider's home. This clearance, in addition to ICHAT, OTIS, PSOR, NSOPR and central registry is required prior to provider enrollment, whenever the specialist becomes aware that a new household member, age 18 and over, has moved into the relative care provider's home or when information is provided that an adult household member is on central registry as a perpetrator, has a criminal conviction or pending criminal charge.

*Reason:* Program integrity.

**Central Office  
Provider  
Terminations**

A new banner has been added to the STSM provider enrollment screen to notify local offices that central office has terminated the

enrollment of a day care aide or relative care provider as a result of undeliverable mail received in central office, or failure to submit verifications requested by the Office of Internal Audit or the Office of Quality Assurance. The banner will read "CO Closure-Undeliverable Mail, OIA, OQA Review-Reopen With New 220A/R". The banner will not prevent local offices from re-enrolling a provider, however the provider is not eligible for care to be authorized during the termination period. All required background checks and a central registry check must be completed and a new DHS-4025, Child Care Provider Verification, must be obtained.

**DHS Publication  
798****BEM 100, RFF 798**

The DHS Publication 798, Michigan Cares For Today's Child, was obsoleted in December 2007. Information from this publication will be added to the Parent's Resources section at [www.michigan.gov/childcare](http://www.michigan.gov/childcare).

**DHS-759, Request  
for Administrative  
Review of the  
Denial or  
Termination of  
Provider****RFF 759**

This form was revised effective 8/08 to include a provider's failure to disclose a charge or criminal conviction on the DHS-220-A/R.

**DHS-4583, Child  
Development and  
Care (CDC)  
Application****RFF 4583**

The CDC application was revised effective 7/08.

**CDC Maximum  
Hourly Rates****RFT 270**

The table has been updated to reflect the rate increases all CDC providers received with the pay period beginning 5/25/08.

**Report CH-860,  
Child Care  
Termination  
Listing**

**LOR CH-860**

This item was updated to reflect the changes in policy terminating a CDC case that has not had an authorization for four pay periods.

**17) CASH POLICY  
CHANGES**

**Restricted  
Payment Review**

**BAM 420; FIP and SDA**

The client has the right to request review of the restricted payment status every six months. Review restricted payment status at every redetermination and when appropriate. Review is no longer required every six months. Document the reason for restricted payments at each review.

*Reason:* Work load reduction.

**SSI Application**

**BEM 270: FIP or MRS**

A FIP group member, seeking a deferral from employment-related activities based on a disability expected to last at least 90 days, does not have to apply for SSI.

*Old Policy:* Policy required any person in a FIP group seeking a deferral from employment-related activities based on a disability expected to last at least 90 days to apply for SSI.

*Reason:* JET policy change.

**18) MA UPDATES**

**Legal Base**

**BAM 110, 115, 210; BEM 100, 640**

CRF item pertaining to AMP was changed to reflect the correct reference code.

## **MA/AMP Benefits**

### **BAM 402**

Healthy Kids Dental is now operating in 61 counties.

*Old Policy:* The coverage was available in 59 counties.

*Reason:* Healthy Kids Dental is now available in Genesee and Saginaw counties.

## **Healthy Kids Under Age 1**

### **BEM 129**

Safe Delivery babies are not required to meet any of the nonfinancial eligibility factors.

*Old Policy:* Policy did not include Safe Delivery babies.

*Reason:* Eliminate a barrier to care.

## **Medicare Savings Program**

### **BEM 165; BAM 115, 210**

ALMB clients cannot have a 24-month certification.

*Old Policy:* Policy did not address this issue.

*Reason:* ALMB must be determined by the calendar year, not the certification period.

## **Program for All Inclusive Care for the Elderly**

### **BEM 167**

A new item is added for the Program for All Inclusive Care for the Elderly (PACE). This is a managed care program designed for the elderly population.

*Reason:* Local office information.

**Home Care  
Children****BEM 170**

The contact name, address and telephone number has been updated.

*Reason:* Local office information.

**Freedom to Work****BEM 174**

A separate budget is required for MSP when a FTW client is married.

*Old Policy:* Policy stated MSP and FTW have different group composition, income and asset limits.

*Reason:* Local office clarification.

**Social Security  
Numbers****BEM 223**

Safe Delivery babies are not required to apply for a Social Security number.

*Old Policy:* Safe Delivery babies were not on the list of those excluded from or not required to provide a social security number.

*Reason:* Eliminate a barrier to care.

**Assets****BEM 400**

Money received to reduce the equity in a homestead for the purpose of eligibility for LTC is an asset in the month following the month it is received.

Luncheons cannot be excluded as a burial fund item, a DHS-8A, Irrevocable Funeral Contract Certification should not be certified when it is included with other items on a pre-paid, guaranteed price contract.

*Old Policy:* Policy did not address these issues.

*Reason:* Local office clarification.

## Trusts - MA

### BEM 401

Updated conditions for an Exception B, Pooled Trust.

*Reason:* Local office clarification.

## MA Divestment

### BEM 405

There is no minimum dollar amount when considering a transfer of assets which meets the definition of a divestment.

*Old Policy:* Policy did not address this issue.

*Reason:* Local office request for clarification.

## Retirement Income-Other

### BEM 500

Allowances in pension benefits for the Medicare Part B premium are not considered a reimbursement and should be budgeted as unearned income.

## Income

### BEM 500, BPG Glossary

Money received to reduce the equity in a homestead for the purpose of eligibility for LTC is an asset in the month following the month it is received.

Income earned as a temporary census worker is excluded income when determining Medicaid eligibility.

Child support received on behalf of an adult child or a child no longer living in the home is countable income.

Pension allowances for Medicare Part B premiums are not reimbursements but unearned income.

***Home Equity Line of Credit***

The glossary is updated to include the definition for a home equity line of credit. The definition states, "A revolving line of credit in which the home serves as collateral. Also referred to as HELOC."

*Old Policy:* Policy did not address these issues.

*Reason:* Local office request for clarification.

**MA Group 2  
Income Eligibility,  
Post-eligibility  
Patient-pay  
Amounts****BEM 545, 546**

Patient pay amounts remain the same through the month of death. Do not recalculate a PPA for the month of death.

*Old Policy:* Policy did not address this issue.

*Reason:* Local office clarification.

**Post-eligibility  
Patient-pay  
Amounts****BEM 546**

The guardianship/conservator deduction has increased to \$60 per month. LOA2 was updated for budgets effective April 1, 2008.

*Old Policy:* The deduction was \$45 per month.

*Reason:* Local office information.

**19) POLICY EMAIL  
ADDRESSES  
CHANGED****BEM 100; All programs**

Program specific policy email box addresses are changed as follows:

- Policy-CDC@michigan.gov.

- Policy-DSS@michigan.gov.
- Policy-Employment@michigan.gov.
- Policy-FAP@michigan.gov.
- Policy-FIP-SDA-RAP@michigan.gov.
- Policy-MA@michigan.gov.
- Policy-SER@michigan.gov.
- Policy-LTC@michigan.gov.
- Policy-Utilization-Reports@michigan.gov.
- DHSVotes@michigan.gov.

**20) INTERIM  
BULLETIN  
INFORMATION  
ADDED TO POLICY**

The following interim program policy bulletins were released. Corresponding manual items are revised and included in this release:

- BPB 2008-002 - Interim: Asset Eligibility for FIP, RAP and SDA (released 8/28/2008).

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**MANUAL  
MAINTENANCE  
INSTRUCTIONS****Added Items ...****BEM 167****BEM 209****BEM 215****Changed Items (content changes) ...****BAM 105****BAM 110****BAM 115****BAM 205****BAM 210****BAM 220****BAM 300****BAM 402****BAM 405****BAM 420****BAM 804****BAM 807****BEM 100****BEM 105****BEM 118****BEM 129****BEM 164****BEM 165****BEM 170****BEM 174****BEM 201****BEM 203****BEM 210****BEM 213****BEM 220****BEM 221****BEM 223****BEM 227****BEM 228****BEM 229****BEM 230A****BEM 230B****BEM 232****BEM 233A**

**BEM 233B  
BEM 233C  
BEM 245  
BEM 257  
BEM 260  
BEM 261  
BEM 300  
BEM 301  
BEM 302  
BEM 400  
BEM 401  
BEM 405  
BEM 500  
BEM 515  
BEM 518  
BEM 520  
BEM 536  
BEM 540  
BEM 545  
BEM 546  
BEM 554  
BEM 556  
BEM 630  
BEM 640  
BEM 704  
BPG GLOSSARY**

**Changed Items (link changes only) ...**

**BAM 116  
BAM 117  
BAM 120  
BAM 305  
BAM 310  
BAM 400  
BAM 401E  
BAM 406  
BAM 430  
BAM 700  
BAM 908  
BEM 106  
BEM 110  
BEM 117  
BEM 135  
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